

**DRAFT**

## Curriculum Instruction Committee Minutes

Contra Costa College

Monday, February 14, 2022

### ONLINE MEETING CALLED TO ORDER AT 2:15 P.M. with Introduction of Guest (Ben Jahn)

**CIC Chair:** Anthony Gordon

#### Division Representatives

- **SES:** Najia Azizi (Articulation Officer)
- **LA:** Jennifer Griest
- **AACE:** Brianne Ayala
- **NSAS:** Jennifer Ounjian, Leslie Alexander

#### Non-Voting Members

- **SLO Coordinator:** Brandy Gibson
- **Director of Admissions and Records:** Cole Moyer
- **Dean of Liberal Arts:** Jason Berner
- **Dean of Enrollment Services:** Rodolfo Santos
- **Vice President of Instruction:** Dr. Kimberly Rogers
- **Curriculum Specialist:** Karen Ruskowski
- **Meeting Minutes:** Lynette Kral

**Members not available:** Cole Moyer, Dr. Kimberly Rogers

### CONSENT AGENDA ACTION ITEMS

**Agenda:** February 14, 2022

**ACTION:** Approved

**Motioned:** Najia

**Seconded:** Leslie

**All in Favor**

**Minutes:** January 24, 2022

**ACTION:** Approved

**Motioned:** Najia

**Seconded:** Leslie

**All in Favor**

### NON-CONSENT AGENDA ACTION ITEMS

#### **MUSIC-155A Jazz Piano: Basic Grooves**

**Non-Substantial:** Content Review. Update course description, MOI, MOE, homework examples, textbook, objectives, lecture and lab content.

**ACTION:** Approved

**Motioned:** Leslie

**Seconded:** Najia

**All in Favor**

#### **MUSIC-155B Jazz Piano: Basic Harmony**

**Non-Substantial:** Content Review. Update MOI, MOE, homework examples, textbook, and lab content.

**ACTION:** Approved

**Motioned:** Brianne

**Seconded:** Leslie

**All in Favor**

**MUSIC-155C Jazz Piano: Beginning Improvisation**

**Non-Substantial:** Content Review. Update MOI, MOE, homework examples, textbook, and lab content.

**ACTION:** Approved

**Motioned:** Jennifer O

**Seconded:** Leslie

**All in Favor**

**MUSIC-155D Jazz Piano: Beginning Accompaniment**

**Non-Substantial:** Content Review. Update MOI, MOE, homework examples, textbook, and lab content.

**ACTION:** Approved

**Motioned:** Najia

**Seconded:** Brianne

**All in Favor**

**ENGL-293H Creative Writing**

**Non-Substantial:** Content Review. Remove prerequisite ENGL-142B and Advisory ENGL001A. Replace with prerequisite: Eligibility for ENGL-001A or ENGL-001AX. Update MOIs, MOEs, out of class assignments, SLOs, and lecture content.

**ACTION:** Approved with receipt of Content Review form

**Motioned:** Najia

**Seconded:** Jennifer G

**All in Favor**

**ENGL-142B Writing: Expository-B**

**Non-Substantial:** Content Review. Update MOEs, lecture content, and SLOs.

**ACTION:** Approved

**Motioned:** Leslie

**Seconded:** Najia

**All in Favor**

**ART-191 History of Art: Renaissance to Contemporary**

**Non-Substantial:** Content Review. Update MOIs/MOEs/SLOs, and textbooks. Add advisory option ENGL-001AX. Add discipline: Art History. Request (C-ID: ARTH 120)

**ACTION:** Approved

**Motioned:** Jennifer G

**Seconded:** Brianne

**All in Favor**

**DISCUSSION ITEMS****Emergency Proposal Guidelines**

Anthony began the discussion with under what circumstances, other than what is currently listed would constitute an emergency and allow a proposal to jump forward in the queue earlier.

- AB705
- Compliance issues (to include changes to requirements that involve connection to licensure, and advisory board requests)
- Severe student impact (without a work-around even if short-term) such as: transfer, degree, certificates, enrollment, but not title changes, description, SLO, content review
- Grants
- Contracts
- Content Reviews would be moved down the list if it does not have a severe impact on students

Anthony asked how the committee wants to manage a problem if it is created because of faculty negligence, such as not doing Content Review. Dean Berner stated that a clear message must be sent to the faculty that there really isn't anything that should be declared an emergency if the faculty knows at least a semester ahead that something needs to be done. Content Review is never an emergency because they know that it is due. Najia stated that she gets no response from faculty when she contacts them regarding TMC changes, and she has no time to continue reminding

them. It was suggested that the emergency proposal guidelines be included in the CIC manual when it is completed and be listed on the CIC webpage or discussed at Council of Chairs. Karen said there are 237 courses past due through Fall 21 for Content Review. Karen will make updates to her Content Review list and send to the division deans and Dr. Rogers. Dean Berner suggested a statement to faculty that, "As of Fall 23, if Content Review is still past due, your course will not be put in the schedule." He says that they are being given a year to complete their Content Reviews, and specifically to not wait until the last CIC meeting to submit it. Anthony will draft something up for the Council of Chairs. Rod asked how to measure student impact as the proposals are gone through. He asked if he should provide data and effects on students or enrollment. Karen said Anthony had suggested earlier that the best way to do that is to create a new workflow for programs that includes the Dean of Enrollment as one of the levels. She asked Rod to send the questions that he would like the originator to answer when proposing a new program, and they would add them to the template. Karen will work with Rod to create this template. Anthony asked the committee what should happen to courses that wind up on the agenda, but haven't been tech reviewed because the faculty did not attend the tech review meeting. Today's meeting went smoothly because all the courses had been tech reviewed. Karen said that in tech review, an hour can be spent reviewing one course. Brienne suggested a disclaimer be added to the invitation to attend the tech review meeting, "that if you do not attend this meeting, your proposal may not be put on the agenda." This will be a continued discussion. Tech Review meetings are on Thursdays 12-1pm using the same Zoom link as for the CIC meeting.

#### **PRESENTATIONS FROM THE PUBLIC .**

There were no public announcements.

#### **ADJOURNMENT**

Meeting adjourned at 4 pm and next meeting scheduled for February 28.